

City of Chattanooga, TN
Personnel Class Specification

CLASS CODE 1701

FLSA: Exempt

CLASSIFICATION TITLE: EXECUTIVE DIRECTOR, PLANNING COMMISSION

PURPOSE OF CLASSIFICATION

The purpose of this classification is to plan, manage, and direct the overall functions of the Regional Planning Agency and ensure that goals and objectives are met. Duties and responsibilities, include, but are not limited to: managing planning personnel in the daily operations of each division; directing the strategic planning of agency goals and objectives; directing external relationships with other agencies and/or governments; approving all agency contracts and expenditures; and performing other duties as required.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Directs the overall strategic planning of agency goals and objectives; organizes staffing and other resources for accomplishment of goals and objectives; secures necessary resources to accomplish goals; discusses issues and/or problems with supervisor and/or other management; makes recommendations for solutions.

Plans and delegates work assignments for staff in each assigned division; reviews and edits letters, reports, and other employee work; monitors progress and employee work performance; answers questions and advises staff regarding new and/or current projects and deadlines; trains staff as required; provides feedback regarding performance; reviews and approves employee timesheets; approves employee leave.

Serves as liaison between agency and local legislators, elected officials and planning commission; represents the agency in a professional manner; communicates effectively with agencies, committees, boards, civic groups, public, and other groups and/or organizations.

Develops and communicates key messages and agency positions to the public; prepares position papers; reviews for accuracy and completeness; distributes to appropriate individuals.

Interprets regulations, public policy, external situations and other related issues in the formulation of agency policies and activities; ensures compliance with all federal, state, and local rules and legislation; trains staff regarding changes; reviews and redirects agency policy and activities.

Assumes direct responsibility for agency activities, outcomes, positions and expenditures; answers questions from city officials, elected leaders, outside agencies, and others regarding decisions made and actions taken; answers questions and provides information as requested.

Prepares oral and written speeches and presentations as required; presents speeches to elected officials, other city departments, civic groups, public hearings, and other individuals as required; answers questions and provides information and advice to individuals.

Chairs and/or attends staff, commission and/or board meetings as required; presents oral and written summaries and reports as required; answers questions and provides information; serves as direct contact with local officials and planning commission.

Directs the overall external relationships of the agency; serves as direct contact and liaison between the city and the media; represents the city in a professional and competent manner; protects the reputation of the city before the public; maintains effective and desirable public relations on behalf of the city.

Approves all agency contracts with vendors and expenditures; prepares and/or composes budget and financial reports, personnel-related documents, special assignments, correspondence, letters, memoranda, and other documents as required; reviews for accuracy and completeness; maintains files for future reference.

Serves as Chief of Staff and/or chairman of the Metropolitan Planning Organizations; accepts and assumes all responsibilities and duties associated with the position.

Attends seminars, workshops and training classes; reads current media sources to keep apprised of changes in legislation and current trends within the industry; applies current information to daily work routine; provides feedback to staff regarding new information and training sessions; ensures compliance by other City staff.

Approves and/or develops personnel policies and procedures; updates policies as required by city administration; ensures all employees are apprised of changes in policies; trains assigned staff and others regarding procedures; ensures compliance with policies.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Minimum Bachelor's degree in public administration, engineering, urban planning or related with Master's level course work in the field; Master's degree strongly preferred; supplemented by six (6) to nine (9) years previous experience and/or training that includes managerial and supervisory experience in the area of urban planning, budgeting, architecture, oral and written communication experience, or a related area; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.